

**Timetable for End-of-Year SES Activities**

<b>SEPTEMBER 30, 2002</b>	End of FY 2002 SES performance cycle. SES performance-based bonus eligibility date; limited to fully successful or higher performance ratings which are nominated by their Secretarial Officers.
<b>OCTOBER 15, 2002</b>	SES Bonus software downloaded by OHRM from National Finance Center (NFC) and forwarded to the Operating Units (OUs). Last date by which remaining SES performance appraisals must be completed and submitted for review by the OUs Performance Review Board. All SES performance appraisals will be reviewed within the respective OUs. The Departmental Performance Review Board (DPRB) will perform the higher level review for executives who exercise this option and for which no higher level exists in the OU.
<b>OCTOBER 21-25, 2002</b>	OUs complete bonus and pay adjustment review process, including the Performance Review Board (PRB) deliberations.
<b>OCTOBER 31, 2002</b>	Secretarial Officers submit bonus and pay adjustment recommendations to the Director, OHRM, for Departmental Executive Review Board (DERB) review. Principal HR manager forwards performance ratings of executives requesting higher level review to the Director, OHRM.
<b>NOVEMBER 4-8, 2002</b>	DPRB completes review of performance ratings of executives requesting higher level review and forwards recommendations to the Secretarial Officers for consideration.
<b>NOVEMBER 18-19, 2002</b>	DERB meets with Secretarial Officers to discuss bonus/pay level adjustment recommendations (at ERB's option).
<b>NOVEMBER 25, 2002</b>	DERB recommendations on bonuses and pay adjustments provided to Executive Secretary to the DERB.
<b>DECEMBER 2, 2002</b>	OHRM electronically transmits approved information to NFC.
<b>DECEMBER 12, 2002</b>	2002 SES Bonus awards paid by NFC.